

Guidelines for PTA Information on CUSD School Websites

- ★ Information contained should be brief and factual.
- ★ Information should be valid for the entire year. Unless approved, information cannot be updated throughout the year.
- ★ Addition of PTA information on the school website requires the approval of the school principal.
- ★ Suggested items to include:
 - Unit Board of Officers (include contact information only if approved by the individuals listed).
 - PTA Meeting schedule including time and locations for the year
 - Information about PTA Membership
 - Summary list of PTA programs and activities.
 - The PTA website address and instructions to copy and paste the address.
 - A list of information that can be found on the PTA website
- ★ What cannot be included:
 - PTA Newsletter as a hotlink
 - Information on advocacy or legislation activities.
- ★ Ongoing information during the year should be handled through the ListServ, the PTA Newsletter and the PTA Website.